

CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer Department supports the top executive office of the City of Albuquerque. The Chief Administrative Officer (CAO) is appointed by the Mayor with the consent of the City Council to provide day-to-day management of the City. Together, the Mayor and CAO provide the leadership and direction to execute policies legislated by the City Council. The Department oversees providing the municipal goods, services, facilities, and infrastructure required of a modern city.

to the Department of Finance and Administrative Services. The move reflects a better alignment of financial functions. The Office of the City Clerk lost one position during the FY/02 reductions but in FY/03 includes an additional appropriation for capital equipment. The equipment will allow for digital imaging of records as the office moves away from microfilming in the coming year. The Office of Economic Development has additional contract money for efforts in foreign trade and the restoration of the Albuquerque Film Commission. In the Office of Police Oversight, an Investigator position was added Mid-Year offset by cuts in contract services.

FISCAL YEAR 2003 HIGHLIGHTS

The CAO Department will undergo a downsizing for Fiscal Year 2003 as the Office of Capital Implementation moves

The Lodger's Tax Revenues are expected to remain flat for FY/03; however, \$50 thousand in additional funding is included for special inducements related to the American Bowling Congress slated for Fiscal Year 2008.

	ACTUAL FY/01	APPROVED BUDGET FY/02	ESTIMATED ACTUAL FY/02	PROPOSED BUDGET FY/03	CHANGE 02-03
PROGRAM STRATEGY SUMMARY BY GOAL:					
GOAL 6: ECONOMIC VITALITY					
GENERAL FUND 110					
Economic Development	65	120	420	50	(370)
International Trade	14	15	15	30	15
Office of Economic Development	508	430	430	594	164
Total General Fund - 110	587	565	865	674	(191)
LODGER'S TAX FUND - 220					
Lodger's Promotion - 220	4,009	4,522	4,522	4,232	(290)
Trfr from Fund 220 to Fund 405	3,982	4,522	4,522	4,232	(290)
Total Lodger's Tax Fund - 220	7,991	9,044	9,044	8,464	(580)
TOTAL - GOAL 6	<u>8,578</u>	<u>9,609</u>	<u>9,909</u>	<u>9,138</u>	<u>(6,351)</u>
GOAL 8: ORGANIZATIONAL EXCELLENCE					
GENERAL FUND 110					
Chief Administrative Officer	1,174	1,262	1,262	1,426	164
Office of Capital Implementation	1,740	1,850	1,850	0	(1,850)
Office of City Clerk	951	1,135	1,126	925	(201)
Office of Employee Relations	266	0	0	0	0
Office of Management & Budget	772	888	888	1,207	319
Office of Mgmt & Operations Improvement	284	316	316	0	(316)
Total General Fund - 110	5,187	5,451	5,442	3,558	(1,884)
TOTAL - GOAL 8	<u>5,187</u>	<u>5,451</u>	<u>5,442</u>	<u>3,558</u>	<u>(1,884)</u>
DEPARTMENTAL APPROPRIATIONS	<u>13,765</u>	<u>15,060</u>	<u>15,351</u>	<u>12,696</u>	<u>(2,655)</u>
TOTAL FULL TIME POSITIONS	82.0	77.0	76.0	48.0	-28.0

LODGER'S TAX FUND 220
Resources, Appropriations, and Unrestricted Fund Balance

	ACTUAL FY/00	ACTUAL FY/01	APPROVED BUDGET FY/02	ESTIMATED ACTUAL FY/02	PROPOSED BUDGET FY/03	CHANGE 02-03
RESOURCES:						
Miscellaneous Revenues	8	58	13	25	13	(12)
Taxes - Lodger's Tax	<u>8,395</u>	<u>8,488</u>	<u>8,365</u>	<u>8,265</u>	<u>8,365</u>	<u>100</u>
Total Current Resources	<u>8,403</u>	<u>8,546</u>	<u>8,378</u>	<u>8,290</u>	<u>8,378</u>	<u>88</u>
Beginning Fund Balance (a)	<u>(82)</u>	<u>490</u>	<u>(63)</u>	<u>(63)</u>	<u>186</u>	<u>249</u>
TOTAL RESOURCES	<u><u>8,321</u></u>	<u><u>9,036</u></u>	<u><u>8,315</u></u>	<u><u>8,227</u></u>	<u><u>8,564</u></u>	<u><u>337</u></u>
APPROPRIATIONS:						
Operating Appropriation	4,009	4,009	4,522	4,522	4,232	(290)
Transfers to Other Funds	<u>3,972</u>	<u>3,982</u>	<u>4,522</u>	<u>4,522</u>	<u>4,232</u>	<u>(290)</u>
TOTAL APPROPRIATIONS	<u><u>7,981</u></u>	<u><u>7,991</u></u>	<u><u>9,044</u></u>	<u><u>9,044</u></u>	<u><u>8,464</u></u>	<u><u>(580)</u></u>
ADJUSTMENTS TO FUND BALANCE	<u><u>150</u></u>	<u><u>(1,108)</u></u>	<u><u>1,003</u></u>	<u><u>1,003</u></u>	<u><u>0</u></u>	<u><u>(1,003)</u></u>
ENDING FUND BALANCE	<u><u>490</u></u>	<u><u>(63)</u></u>	<u><u>274</u></u>	<u><u>186</u></u>	<u><u>100</u></u>	<u><u>(86)</u></u>